

Delete Plans and Remove Folders

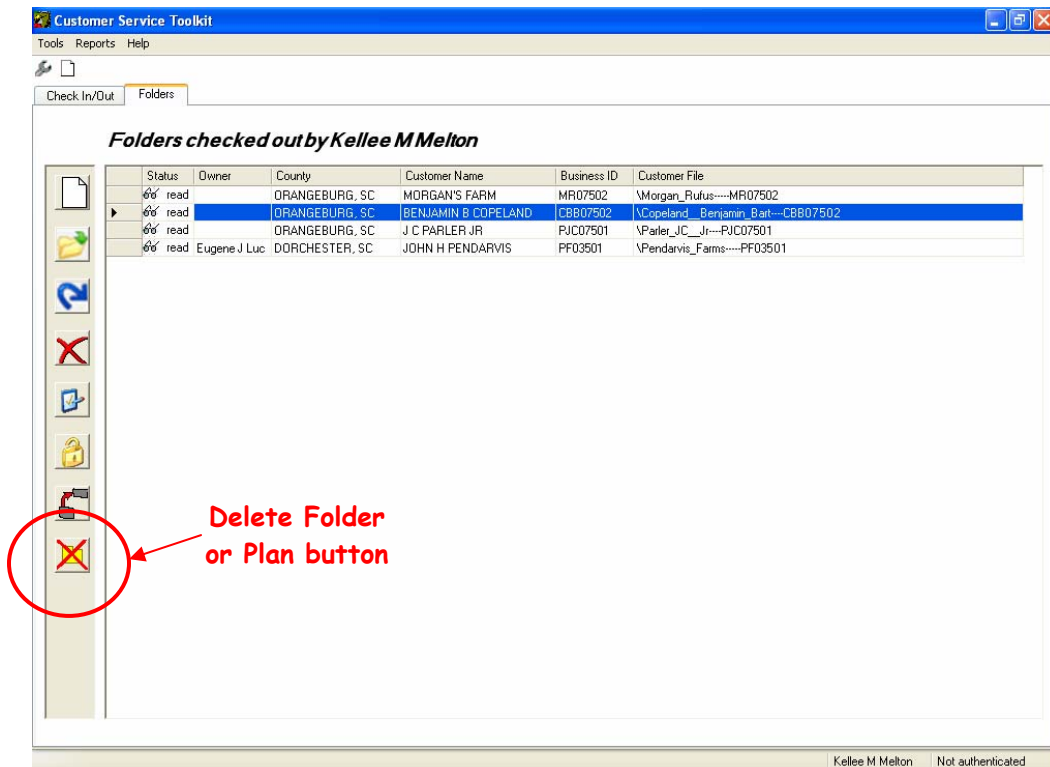
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KMM

Many users have created extra "plans" in their Customer Files as the result of bringing in old planning information from Toolkit 4.1 OR from learning the new system and how ArcMap works. Specified users have been given the ability to remove these extra plans through their Toolkit permissions. Please try to clean up files by removing any "bad" information following these simple steps...

Instructions to Delete a Plan:

1. Check Out a Toolkit Customer. Open the Customer's folder and determine the plan(s) you want to remove. It is important to make sure you know what you are deleting. Please don't "assume" anything, deleted data is very hard to retrieve later.
2. Close the Customer's folder.
3. On the Folder tab, select the Customer from the list and click on the **Delete Folders or Plans** button.



4. **Select the Plan to delete** from the pull-down list and click the **remove plan** button.

Delete Folder or Plan

Owner: Kellee M Melton

County: ORANGEBURG

Customer Name: BENJAMIN B COPELAND

Business ID: CBB07502

Customer File: \\Copeland__Benjamin_Bart---CBB07502

Plan: Consplan

Remove Plan Remove Folder CANCEL

5. When prompted, answer **YES** to remove the Plan. This will remove the Plan both from the NCPD and the server.

Toolkit Information

The 'Consplan' plan will be removed from the NCPDB, and from your local database.

Continue?

Yes No

Instructions to Delete a Folder:

1. If you want to **delete the ENTIRE Customer File** from the server and the NCPD, click on **Remove Folder**.

Delete Folder or Plan

Owner: Kellee M Melton

County: ORANGEBURG

Customer Name: BENJAMIN B COPELAND

Business ID: CBB07502

Customer File: \\Copeland__Benjamin_Bart---CBB07502

Plan: Consplan

Remove Plan Remove Folder CANCEL

2. When prompted, answer **YES** to remove the Customer folder from the Server and the NCPD.

